



**NOTICE OF MEETING
PLANNING & ZONING COMMISSION
OF MARBLE FALLS, TEXAS
Thursday, February 4, 2016 – 6:00 PM**

A quorum of the Marble Falls City Council and the Economic Development Corporation may be present

Fred Zagst, <i>Vice-Chairman</i>	Steve Reitz, <i>Chairman</i>	Mike Hodge, <i>City Manager</i>
Dee Haddock, <i>Commissioner</i>		Caleb Kraenzel, <i>Development Svs Director</i>
Thomas E. Barr, <i>Commissioner</i>		Elizabeth Jaimes, <i>City Planner</i>
Darlene Oostermeyer, <i>Commissioner</i>		Vacant, <i>GIS Analyst</i>
Greg Mills, <i>Commissioner</i>		Scarlet Contreras, <i>Commission Secretary</i>
Jason Coleman, <i>Commissioner</i>		Patty Akers, <i>City Attorney</i>

The City of Marble Falls Planning & Zoning Commission will meet on **Thursday, February 4, 2016**, in **regular session at 6:00 p.m.** in the City Council Chambers at 800 Third Street, Marble Falls, Texas.

The agenda listed below is distributed to the Chair, Commission members, and the Marble Falls Public Library no later than the Monday preceding the Commission meeting. The agenda is also posted on the City's website: www.marblefallstx.gov

1. **CALL TO ORDER AND ANNOUNCE PRESENCE OF QUORUM**
2. **Citizen/Visitor Comments to be heard for items not on the agenda:** This is an opportunity for citizens to address the Planning and Zoning Commission concerning an issue of community interest that is not on the agenda. Comments on a specific agenda item must be made when the agenda item comes before the Commission. The Chair may place a time limit on all comments. Any deliberation of an issue raised during Citizen Comments is limited to a proposal to place it on the agenda for a later meeting.
3. **REGULAR AGENDA:** The Commission will individually consider and possibly take action on any or all of the following items:
 - A. **Approval of Minutes:** Minutes from the regular meeting on January 7, 2016, and from the joint workshop on January 19, 2016. (*Scarlet Contreras, Commission Secretary*)
 - B. **Public Hearing, Discussion, and Recommendation:** Regarding a Conditional Use Permit request to allow Single-Family Residential within the General Commercial Base District (C-3), with site plan approval, on Lot 9-A, Block No. 70, Marble Falls Original Township, City of Marble Falls, Burnet County, Texas, municipally addressed as 908 Avenue G. Case 2016-1-CUP. (*Curtis Knetsch, applicant, and Clayton Knetsch, owner.*)
 - C. **Presentation and Discussion:** Previous Planning and Zoning Commission items, City Council Disposition and update regarding future planning projects. (*Commission*)
 1. Update: City Staff Tree Ordinance draft
 2. Update: 2015 Comprehensive Plan Update
 3. Build Marble Falls 2015 Summary and 2015 Population Estimates



- D. **Presentation and Discussion:** Monthly Building Permit Summary; Construction Update.
(City Staff)

4. **ADJOURNMENT**

"The Planning & Zoning Commission reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code, including but not limited to, Sections: 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues), and as authorized by the Texas Tax Code including but not limited to, Section 321.3022 (Sales Tax Information)."

In compliance with the Americans for Disabilities Act, the City of Marble Falls will provide for reasonable accommodations for persons attending the Commission Meetings. To better serve you, requests should be received 24 hours prior to the meeting, by contacting Ms. Christina McDonald, City Secretary, at 830-693-3615.

Certificate of Posting Agenda Meeting Notice

I, Elizabeth Jaimes, City Planner for the City of Marble Falls, Texas, certify this Meeting Notice was posted at the Marble Falls City Hall in a place readily accessible to the general public, on the 28th day of January, 2016, at 5:00 p.m., posted thereafter for at least 72 continuous hours before the scheduled time of said meeting.

The agenda is also posted on the City's web site: www.marblefallstx.gov.

A handwritten signature in black ink, appearing to read "Elizabeth Jaimes", is written over a horizontal line.

Elizabeth Jaimes, City Planner



**City of Marble Falls
Planning and Zoning Commission Agenda Cover Memo
February 4, 2016**

To: Chairman and Planning & Zoning Commission
Item 3. A. Approval of Minutes
Requested by: Scarlet Contreras, Commission Secretary

SYNOPSIS

Commission will consider approval of the minutes from the regular meeting on January 7, 2016, and the minutes from the joint workshop on January 19, 2016.

(Minutes attachment following this page)

STATE OF TEXAS
COUNTY OF BURNET
CITY OF MARBLE FALLS

On this 7th day of January 2016 the Planning and Zoning Commission convened at the regular meeting place having been posted as prescribed by law, with the following members present in accordance to-wit:

MEMBERS PRESENT:

Steve Reitz	Chairman
Fred Zagst	Vice-Chairman
Dee Haddock	Commissioner
Darlene Oostermeyer	Commissioner
Jason Coleman	Commissioner
Greg Mills	Commissioner
Tom Barr	Commissioner

MEMBERS ABSENT:

None

STAFF PRESENT:

Mike Hodge	City Manager
Caleb Kraenzel	Director of Development Services
Elizabeth Jaimes	Associate Planner
Scarlet Contreras	Commission Secretary

VISITORS

Don Sherman	Willis-Sherman Engineering
Chad Calhoun	Citizen

1. CALL TO ORDER AND ANNOUNCE PRESENCE OF QUORUM: Chairman Reitz called the meeting to order at 6:00pm and declared a quorum of the Commission is present to conduct the meeting.

2. Citizens/Visitors comments to be heard for items not on the agenda: This is an opportunity for citizens to address the Planning and Zoning Commission concerning an issue of community interest that is not on the agenda. Comments on a specific agenda item must be made when the agenda item comes before the Commission. The Chair may place a time limit on all comments. Any deliberation of an issue raised during Citizen Comments is limited to a proposal to place it on the agenda for a later meeting. There were no person(s) with any public comment(s).

3. REGULAR AGENDA: The Commission will individually consider and possibly take action on any or all of the following items:

A. Approval of Minutes: Minutes from the regular meeting on December 3, 2015. (*Scarlet Contreras, Commission Secretary*) Commissioner Haddock made a motion to approve the minutes as presented. Vice-Chairman Zagst seconded the motion. The motion was approved by a vote of 7 – 0.

B. Presentation, Discussion, and Recommendation: Regarding a Construction Plat for the Gibson-Hees Addition, being 0.542 acres out of the Guadalupe Flores Survey No. 7, Abstract No. 304, City of Marble Falls, Burnet County, Texas and being undeveloped waterfront property located on W FM 2147. Case 2015-38-CP. (*Don Sherman, applicant, and Eric Christopher Gibson and Nancy Dawn Hees, owners.*) Items 3B and 3C were opened concurrently. Associate Planner Elizabeth Jaimes addressed the Commission. The Commission participated in a discussion in regard to the size of the water and sewer lines, location of the utility lines and future driveways accessing FM 2147. Commissioner Oostermeyer made a motion to send Case 2015-38-CP to Council for approval with the following staff recommendations:

- That the land owner and all adjacent land owners affected by the utility extension dedicated the necessary easements to the City prior to issuance of any permit, Final Plat recording, or commencement of any work,

- That the required Fiscal Security be submitted to the City prior to the final plat being recorded, and
- That the applicant/owner executes the Construction Improvement Agreement and meets standard Final Plat requirements (providing as-built or record drawings and a 1 year maintenance bond guaranteeing the public improvements).

Commissioner Haddock seconded the motion. The motion was approved by a vote of 7 – 0.

C. Presentation, Discussion and Recommendation: Regarding a Final Plat for the Gibson- Hees Addition, being 0.542 acres out of the Guadalupe Flores Survey No. 7, Abstract No. 304, City of Marble Falls, Burnet County, Texas, and being undeveloped waterfront property located on W FM 2147. Case 2015-46-FP. (*Don Sherman, applicant, and Eric Christopher Gibson and Nancy Dawn Hees, owners.*) Items 3B and 3C were opened concurrently. Associate Planner Elizabeth Jaimes addressed the Commission. The Commission participated in a discussion in regard to the size of the water and sewer lines, location of the utility lines and future driveways accessing FM 2147. Commissioner Oostermeyer made a motion to send Case 2015-46-FP to Council for approval with the following staff recommendations:

- That the land owner and all adjacent land owners affected by the utility extension dedicated the necessary easements to the City prior to issuance of any permit, Final Plat recording, or commencement of any work,
- That the required Fiscal Security be submitted to the City prior to the final plat being recorded, and
- That the applicant/owner executes the Construction Improvement Agreement and meets standard Final Plat requirements (providing as-built or record drawings and a 1 year maintenance bond guaranteeing the public improvements).

Commissioner Haddock seconded the motion. The motion was approved by a vote of 7 – 0.

D. Presentation and Discussion: Previous Planning and Zoning Commission items, City Council Disposition and update regarding future planning projects. (*Commission*)

1. Update: City Staff Tree Ordinance draft
2. Update: 2015 Comprehensive Plan Update
3. Joint Workshop with City Council and EDC regarding the Comprehensive Plan Update
4. Joint Workshop with City Council regarding Short-Term Rentals (STR)

Director Caleb Kraenzel addressed the Commission.

E. Presentation and Discussion: Monthly Building Permit Summary; Construction Update (*City Staff*). Director Caleb Kraenzel addressed the Commission.

4. ADJOURNMENT: There being no further items to discuss, Vice-Chairman Zagst made a motion to adjourn the meeting. Commissioner Mills seconded the motion. The motion was approved by a vote of 7 – 0. The meeting was adjourned at 6:28 pm.

Steve Reitz – Chairman to the Commission

Scarlet Contreras - Commission Secretary

**STATE OF TEXAS
COUNTY OF BURNET
CITY OF MARBLE FALLS**

On this 19th day of January, 2016 the Planning and Zoning Commission convened in joint workshop session at 6:58pm with the City Council and Economic Development Corporation of the City of Marble Falls at the regular meeting place having been posted as prescribed by law, with the following members present in accordance to-wit:

P&Z COMMISSION PRESENT:

Steve Reitz	Chairman
Fred Zagst	Vice-Chairman
Darlene Oostermeyer	Commissioner
Tom Barr	Commissioner
Greg Mills	Commissioner
Jason Coleman	Commissioner

COMMISSIONERS ABSENT:

Dee Haddock	Commissioner
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**CITY COUNCIL
PRESENT:**

John Packer	Mayor
Jane Marie Hurst	Mayor Pro-Tem
Rachel Austin- Cook	Councilmember
Richard Lewis	Councilmember
Ryan Nash	Councilmember
Reed Norman	Councilmember

COUNCILMEMBERS ABSENT:

Richard Westerman	Councilmember
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EDC PRESENT:

Steve Reitz	President
Mark Hodges	Vice-President
Mark Mayfield	Director
John Packer	Director
Jane Marie Hurst	Director
Lindsay Plante	Director

DIRECTORS ABSENT:

Judy Miller	Director
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STAFF PRESENT:

Mike Hodge	City Manager
Caleb Kraenzel	Director of Development Services
Elizabeth Jaimes	City Planner
Patty Akers	City Attorney
Christina McDonald	City Secretary
Mark Whitacre	Police Chief
Eric Belaj	City Engineer
Christian Fletcher	EDC Executive Director
Robert Moss	Parks and Recreation Director
Margie Cardenas	Finance Director
Midge Dockery	EDC Business Dev Coordinator

VISITORS:

Brian Shirley	CPAC Chair
Glynis Smith	The Highlander
Patti Zinsmeyer	MF/Lake LBJ Chamber of Commerce
Erin Burks	MF/ Lake LBJ Chamber of Commerce
Jessica Robertson	Backbone Valley Nursery
Ben Robertson	Backbone Valley Nursery
Russ Roper	Citizen
Gene Dane	Citizen

1. **CALL TO ORDER.** Chairman Reitz called the joint workshop to order at 6:58pm and declared a quorum of the Commission is present to conduct the joint workshop.
2. **JOINT WORKSHOP- Between the Marble Falls Planning & Zoning Commission, City Council, and the Economic Development Corporation.** Matt Bucchin, Project Manager with Halff Associates, Inc., gave a progress report and reviewed the 2015-2016 Comprehensive Plan Update process.

3. **ADJOURNMENT:** Vice- Chairman Zagst made a motion to adjourn the joint workshop. Commissioner Oostermeyer seconded the motion. The joint workshop was adjourned at 8:20 pm.

Steve Reitz – Chairman to the Commission

Scarlet Contreras - Commission Secretary

DRAFT



**City of Marble Falls
Planning and Zoning Commission Agenda Cover Memo
February 4, 2016**

To: Chairman and Planning & Zoning Commission
Item 3. B. **Public Hearing, Discussion, and Recommendation:** Regarding a Conditional Use Permit request to allow Single-Family Residential within the General Commercial Base District (C-3), with site plan approval, on Lot 9-A, Block No. 70, Marble Falls Original Township, City of Marble Falls, Burnet County, Texas, municipally addressed as 908 Avenue G.
Requested by: Curtis Knetsch, applicant, and Clayton Knetsch, owner.
Case: Case 2016-1-CUP

SUMMARY

This item is for consideration of a Conditional Use Permit (CUP) application requesting Single-Family Residential use within the General Commercial Base District (C-3) on Lot 9-A, Block 70, of the Marble Falls Original Subdivision, being a 0.32 acre lot municipally addressed as 908 Avenue G.

Current C-3 zoning district regulations allow the residential use of Single-Family Residential conditionally, if developed under the R-1 Single-Family Base District Regulations. City code (Sections 1120-1139, Conditional Use, Administration Procedures, Appendix B Land Use Regulations) states that the site plan for a conditional use permit must be deemed to be located, designed and operated to be compatible with uses of surrounding properties and within the City at large.

The Subject Area is currently an undeveloped lot, one hundred feet (100') wide by one hundred and forty feet (140') deep. The applicant is proposing to construct a single-family residential structure, following the Single-Family Residential (R-1) zoning district regulations. The proposed site plan includes a two story residential structure, with a porch and a second story deck. A garage and workshop are found on the first floor, and a living room with a fireplace, a kitchen, one bedroom, and one bath are found on the second floor. The living area on the second floor is 1080 square feet, meeting the minimum 900 square feet requirement. The proposed structure meets all minimum setbacks required by the R-1 zoning district, and is under the allowed maximum height of 35'. The exterior finish of the proposed structure has been described as "modern" and example materials/images have been provided by the applicant on



pages 24-26 in order to help explain the desired façade. The structure will feature large glass windows and galvanized/corrugated metal sheeting, along with smooth hardie plank siding and wood veneer accents. The proposed floor plan and elevations for the structure can be found on pages 17-23 for review. The site plan depicts drainage being directed to the existing creek, away from the proposed structure and any surrounding properties. The proposed twelve foot (12') wide, ninety-three foot (93') long, concrete driveway provides adequate on-site parking for the intended single-family use.

The Subject Area is a wooded lot, and the applicant has stated that only the necessary intervening trees will be removed from the lot, due to conflicts with the proposed driveway and building footprints. All others will remain to preserve the tree canopy. The Subject Area is adequately served by water and sewer services and is not within the 100-year FEMA floodplain.

Adjacent properties to the north, west, and south are zoned C-3. Neighboring properties to the east are zoned C-1. Existing land uses on surrounding properties include the Marble Falls Church of Christ to the south, the Hope for the Wounded Heart Ministries to the north, retail uses to the west, across a 20' alley, and residential homes to the east across Avenue G. The future land use module for the property is Low Density Residential, therefore the proposed land use would be consistent with the adopted Comprehensive Plan.

Due to the presence of the existing institutional and residential uses on Avenue G, the Single-Family Residential land use at the proposed site does not appear to pose any unfavorable impacts on nearby uses and is compatible with existing and permitted uses in the abutting Neighborhood Commercial (C-1) zoning. Furthermore, because the property and surrounding area is transitional (between commercial and residential) in nature, the proposed use will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity.

A total of nine (9) adjacent property owners within two hundred feet (200') of the Subject Area were mailed notification letters, including the public hearing dates and a pre-paid comment card for response supporting/opposing the proposed CUP. At the time of packet distribution three (3) property owners responded in favor of the CUP.

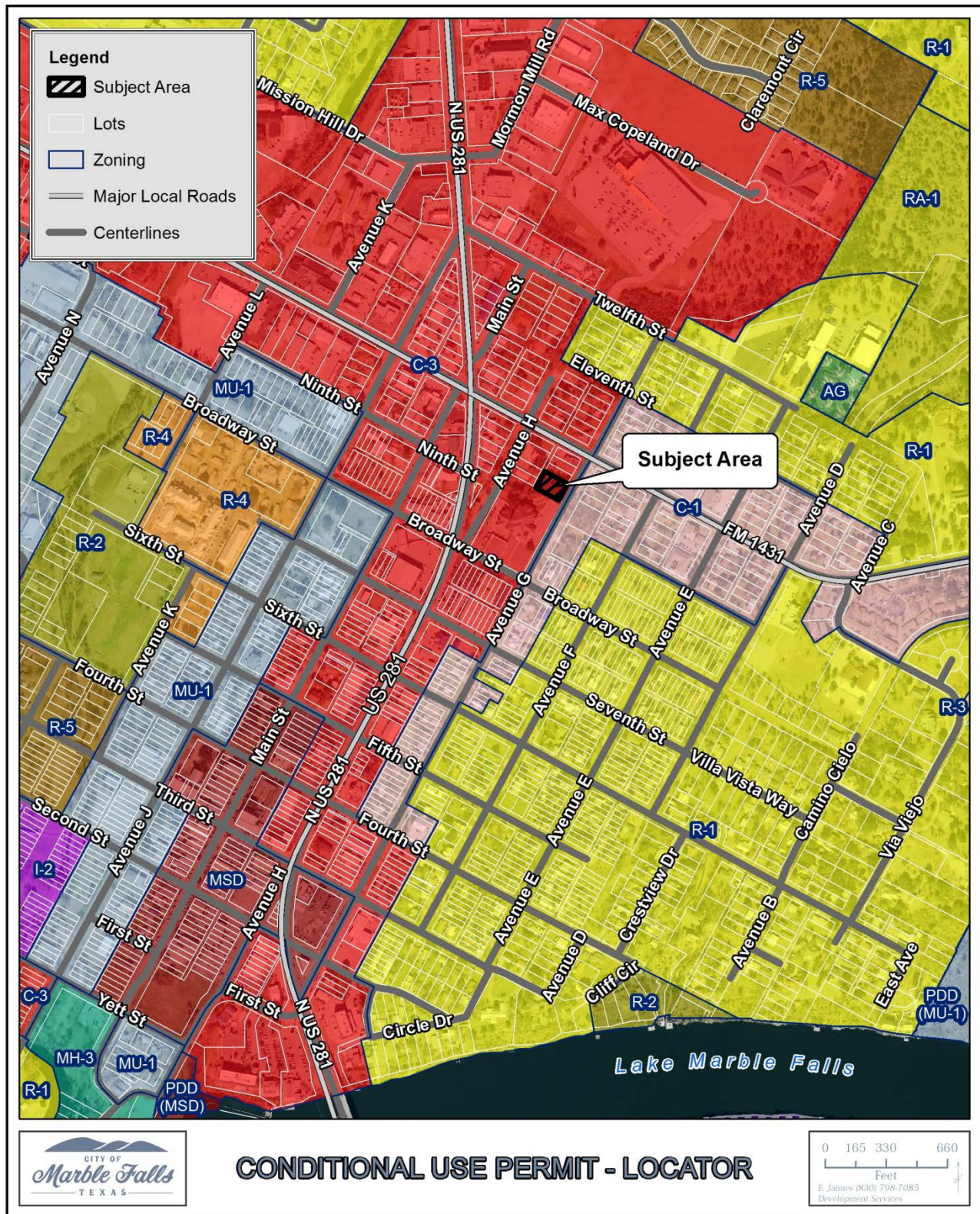


RECOMMENDATION

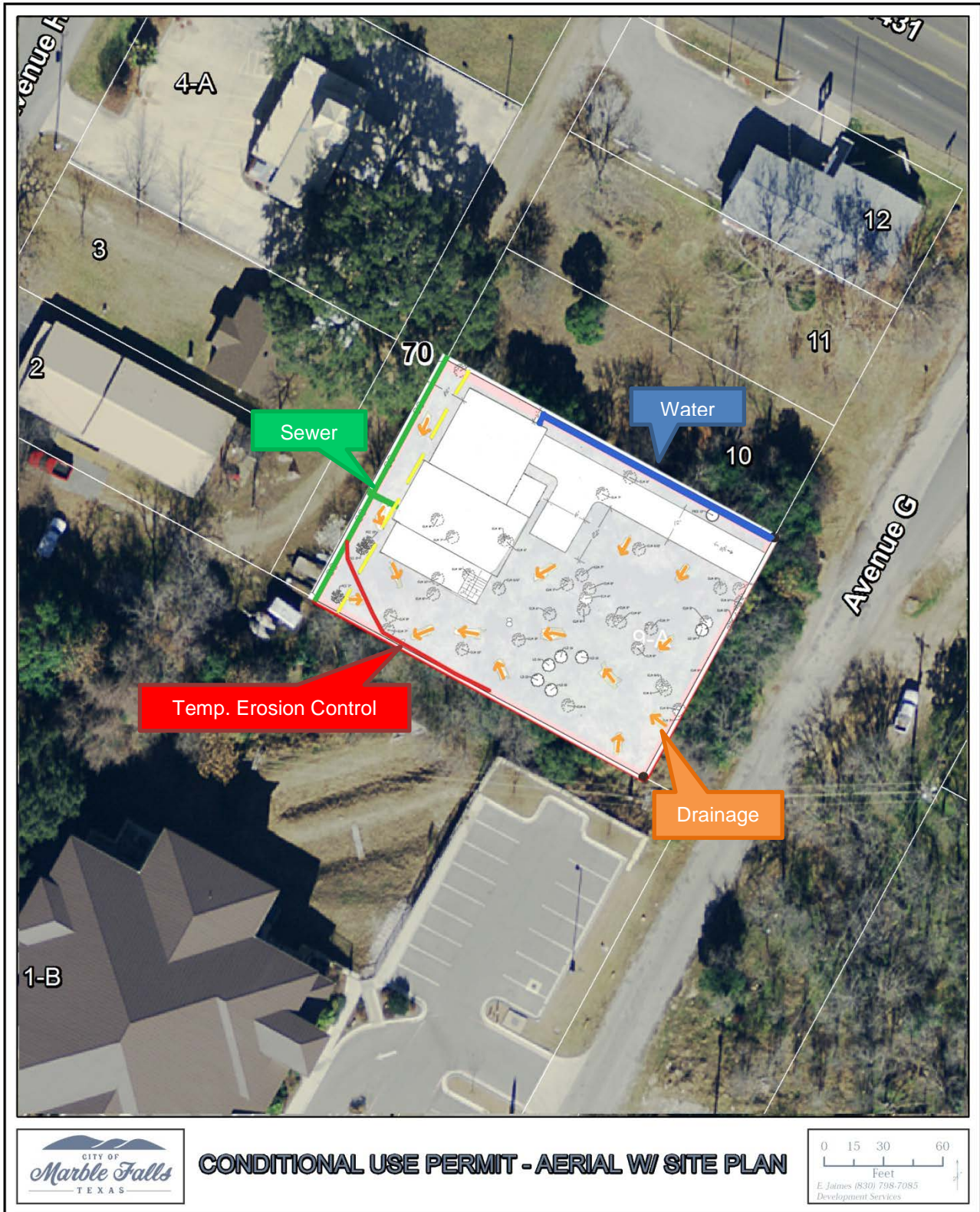
Due to conformance with the Comprehensive Plan, the compatibility with surrounding existing land uses, the need for diversification of City housing inventory, and the site improvements meeting minimum standards for the proposed use within the property, City staff recommends approval of the Conditional Use Permit with site plan approval.

Memo Contents:

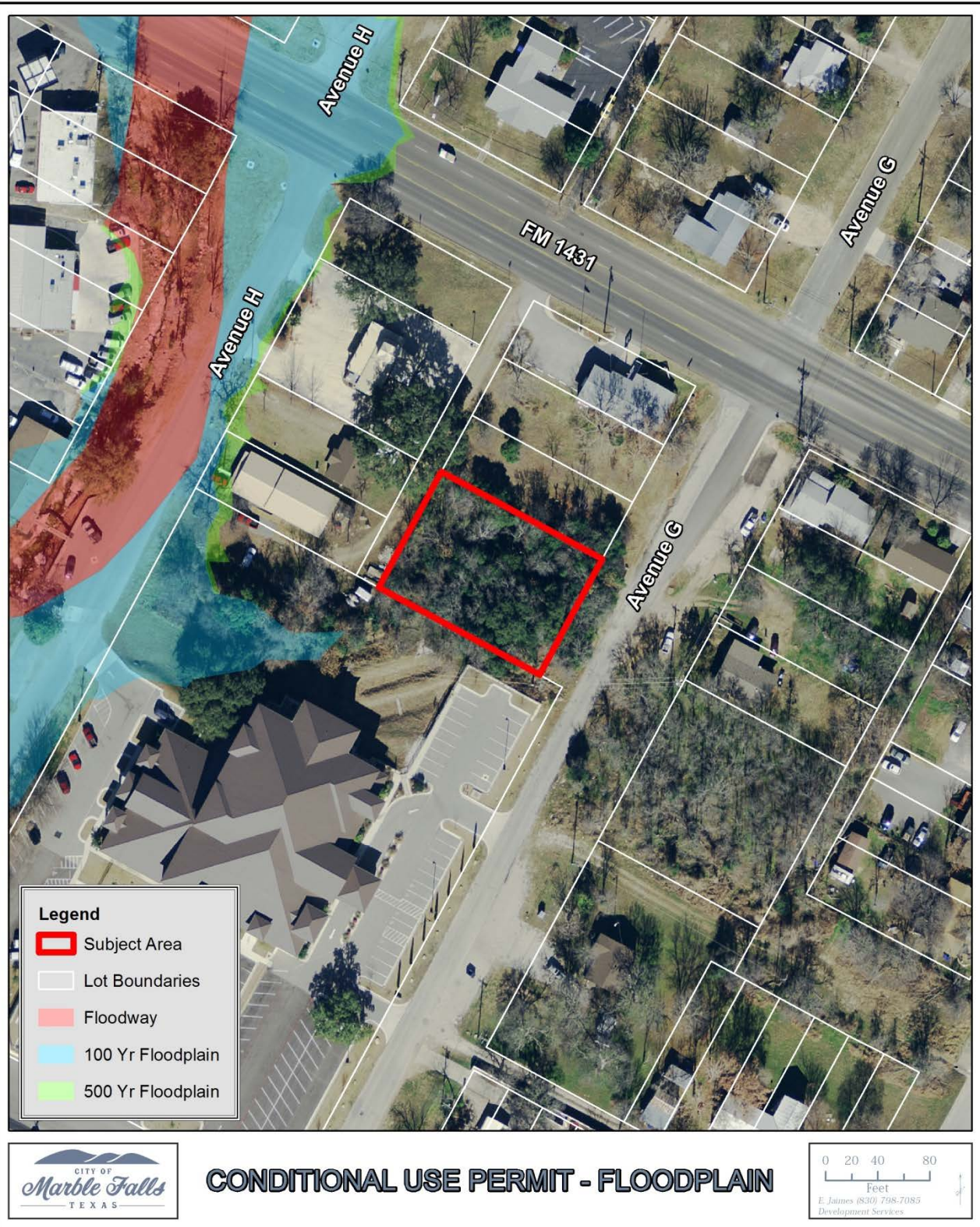
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|--|----------------------|
| • Informational maps produced by City Staff: | Pages 7 - 14 |
| • Applicant Statement: | Page 15 |
| • Site Plan: | Page 16 |
| • Floor Plan: | Pages 17 - 19 |
| • Elevations: | Pages 20 - 23 |
| • Materials and Example Images: | Page 24 - 26 |



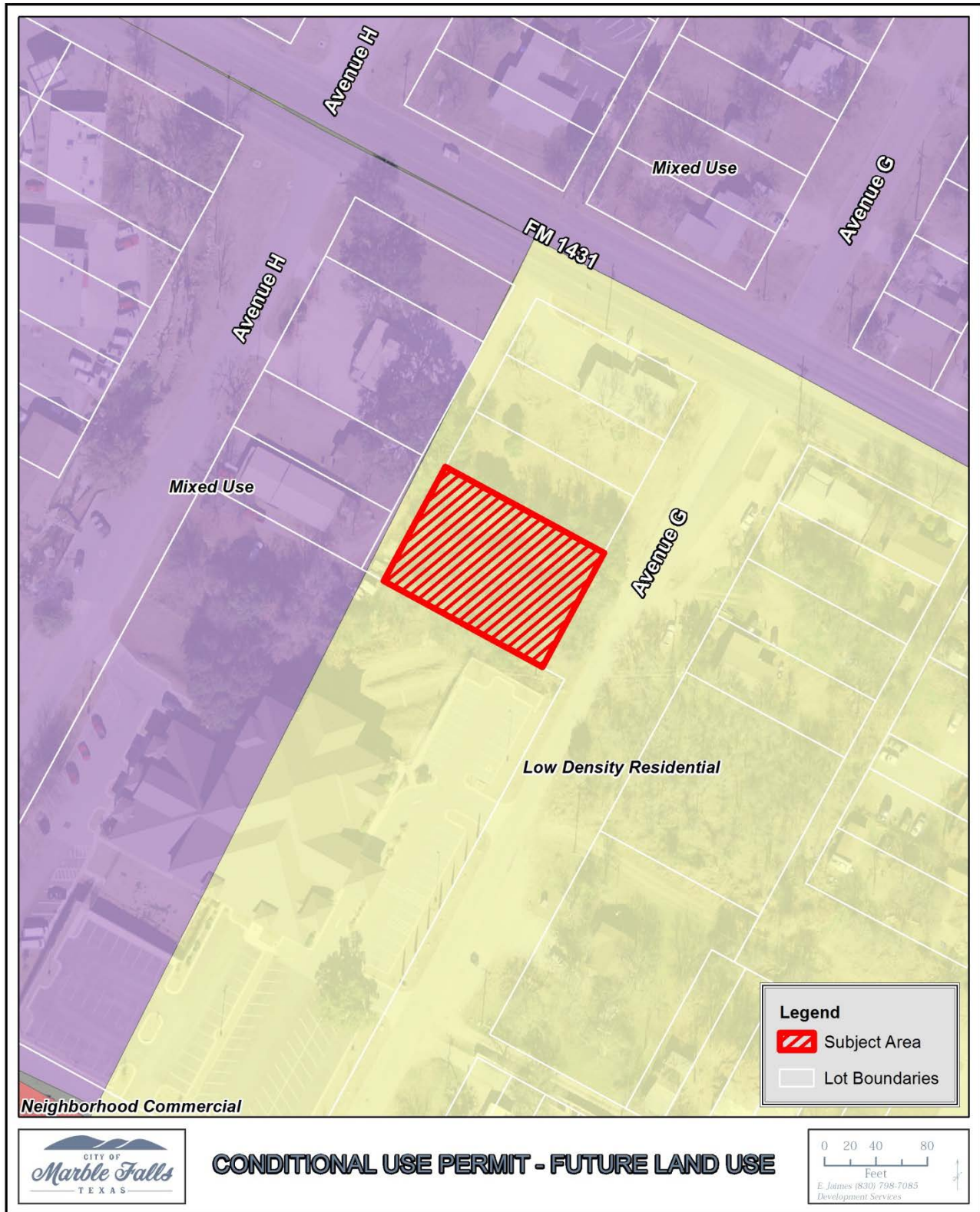


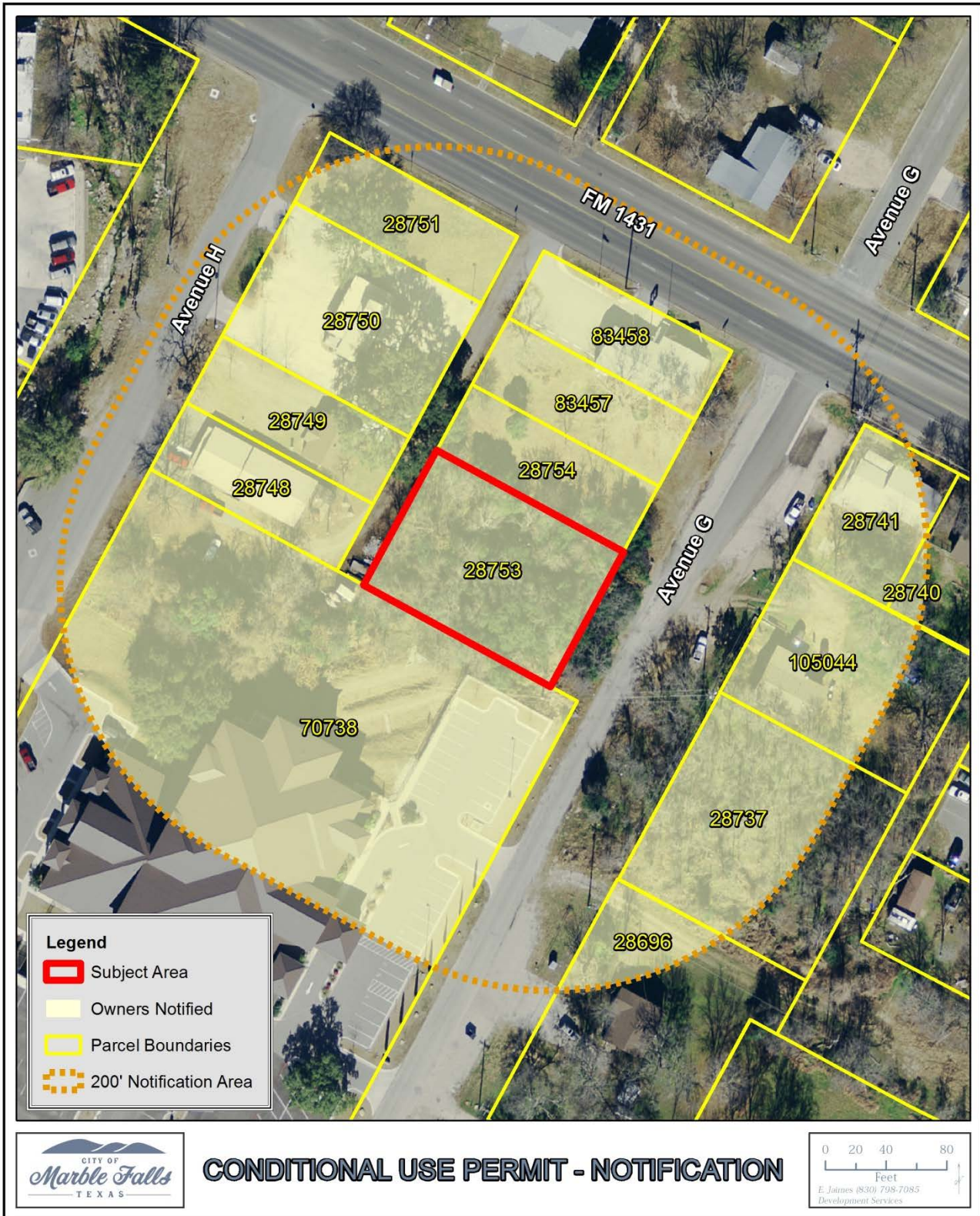














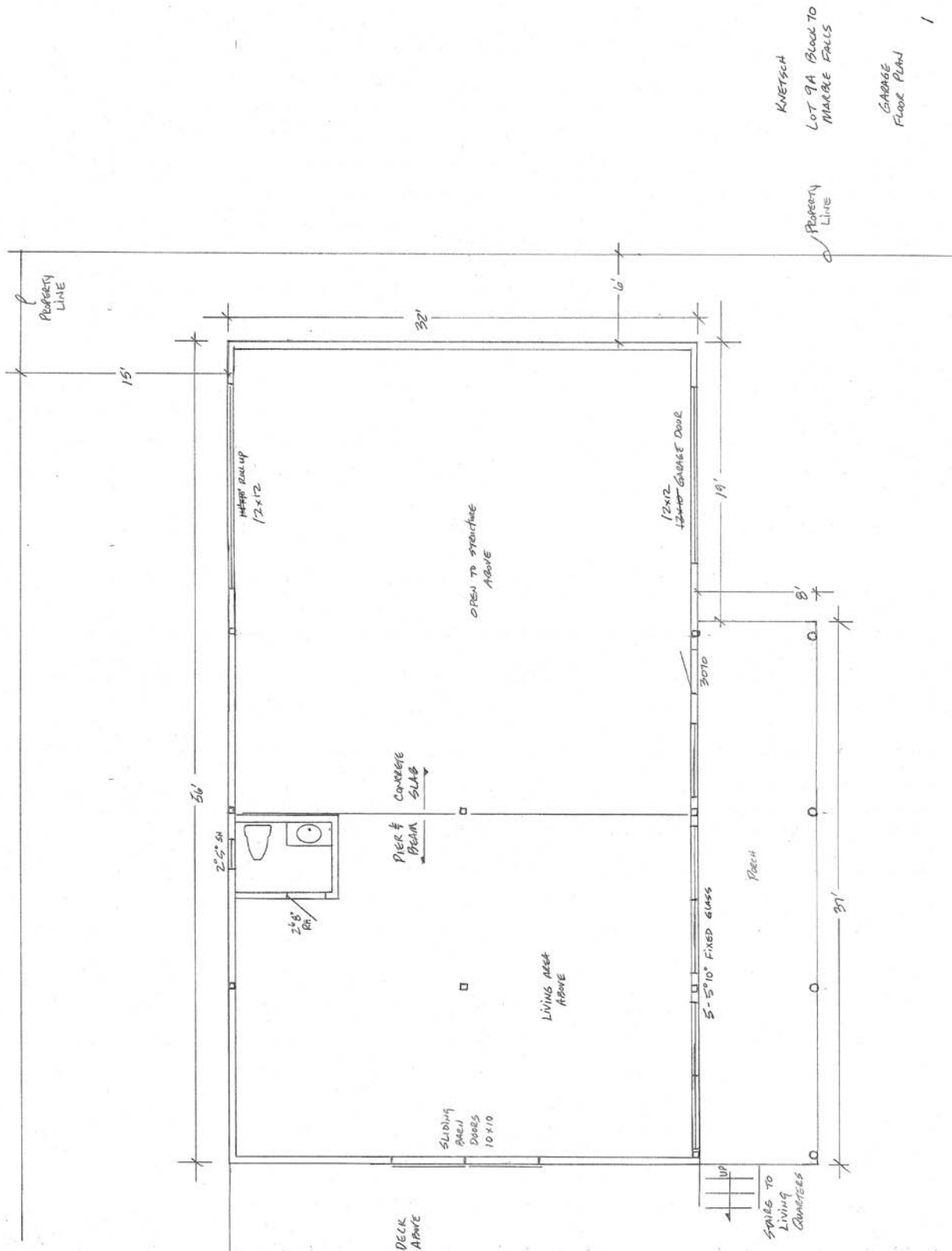
2016-1-CUP Applicant Statement

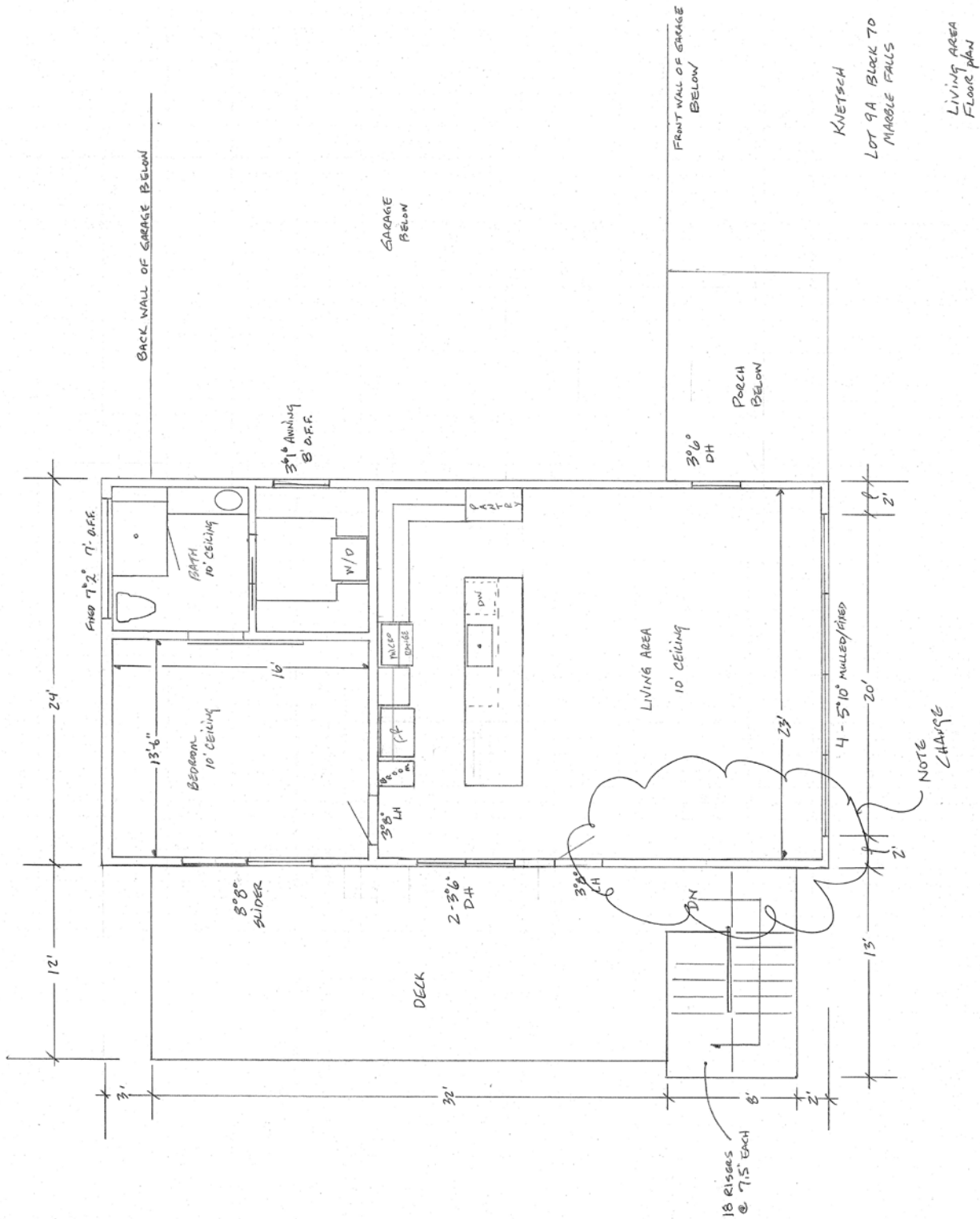
Lot 9A Block 70

I, Curtis Knetsch, Am Requesting A permit
To Build A RESIDENCE in A C3 ZONED AREA.
I SEE NO impact on exiting TRAFFIC.

Curtis Knetsch

2016-1-CUP Floor Plan

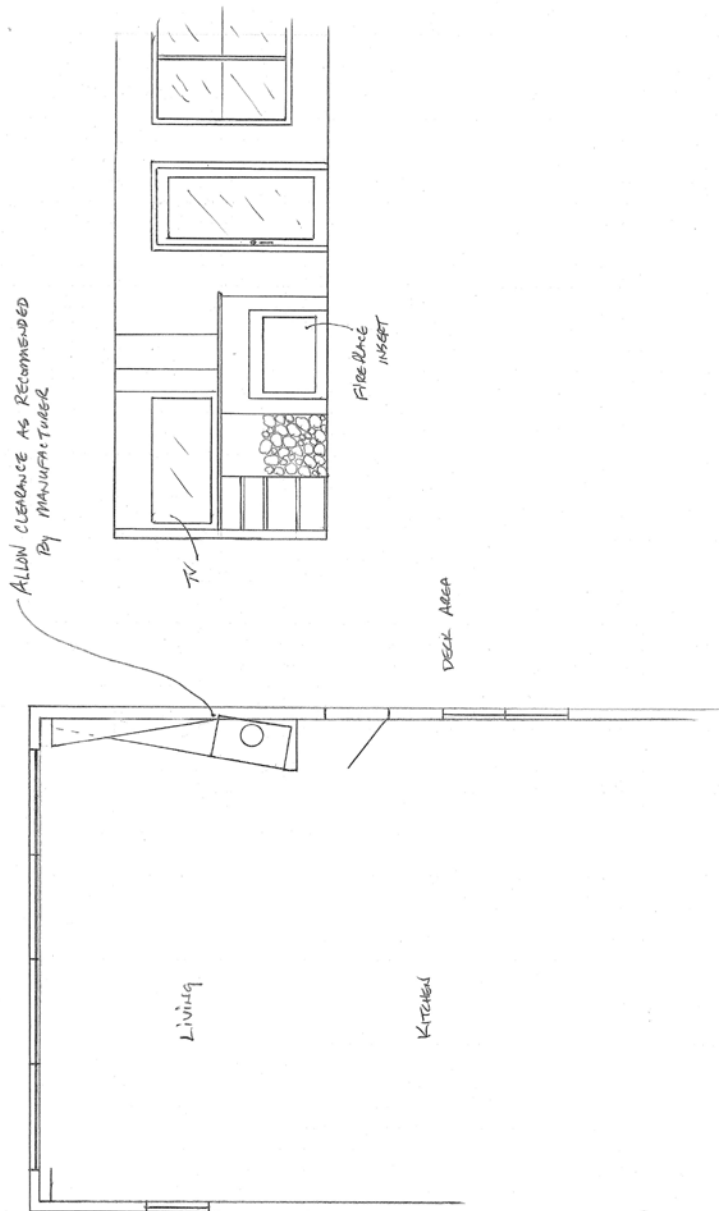




KNETSCH

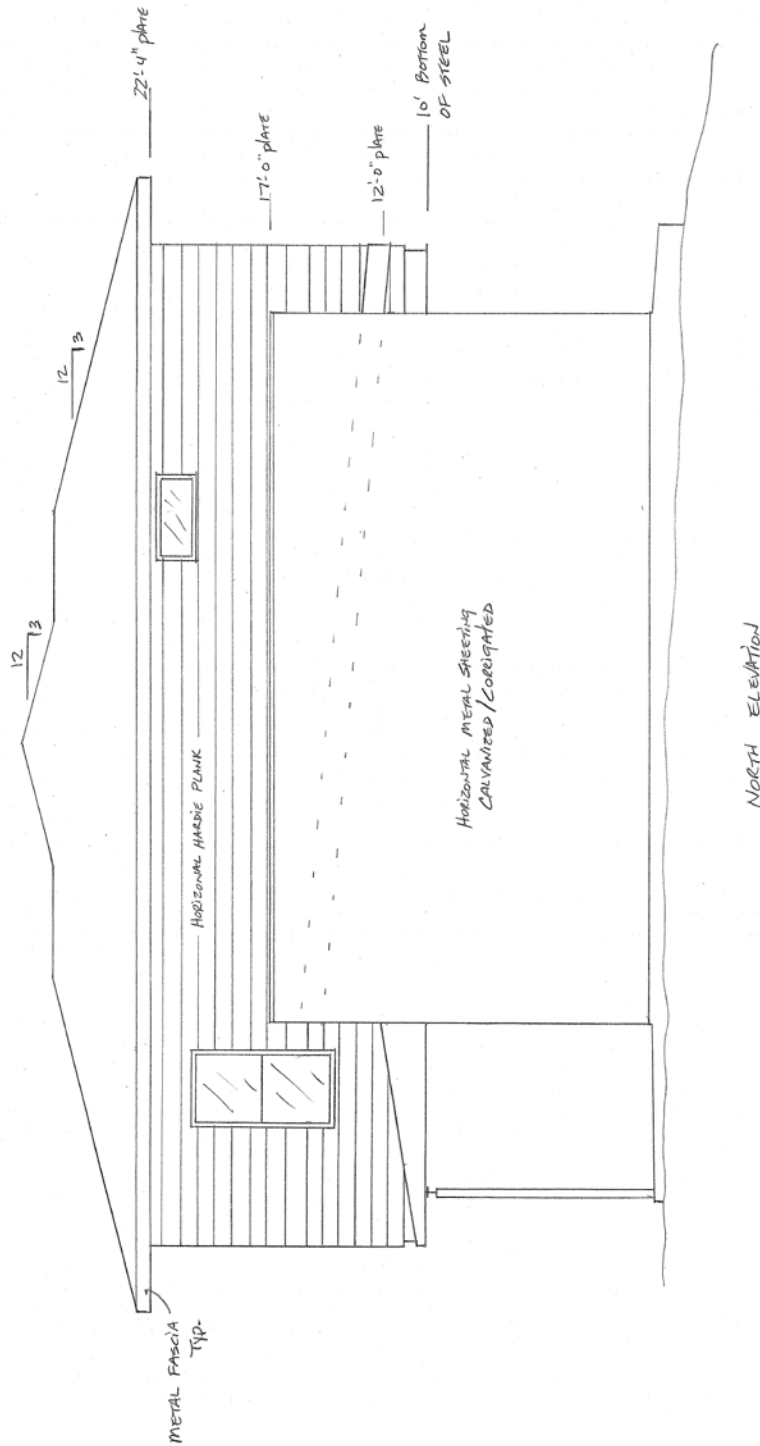
LOT 9A BLOCK 70
MARBLE FALLS

LIVING AREA
Floor plan



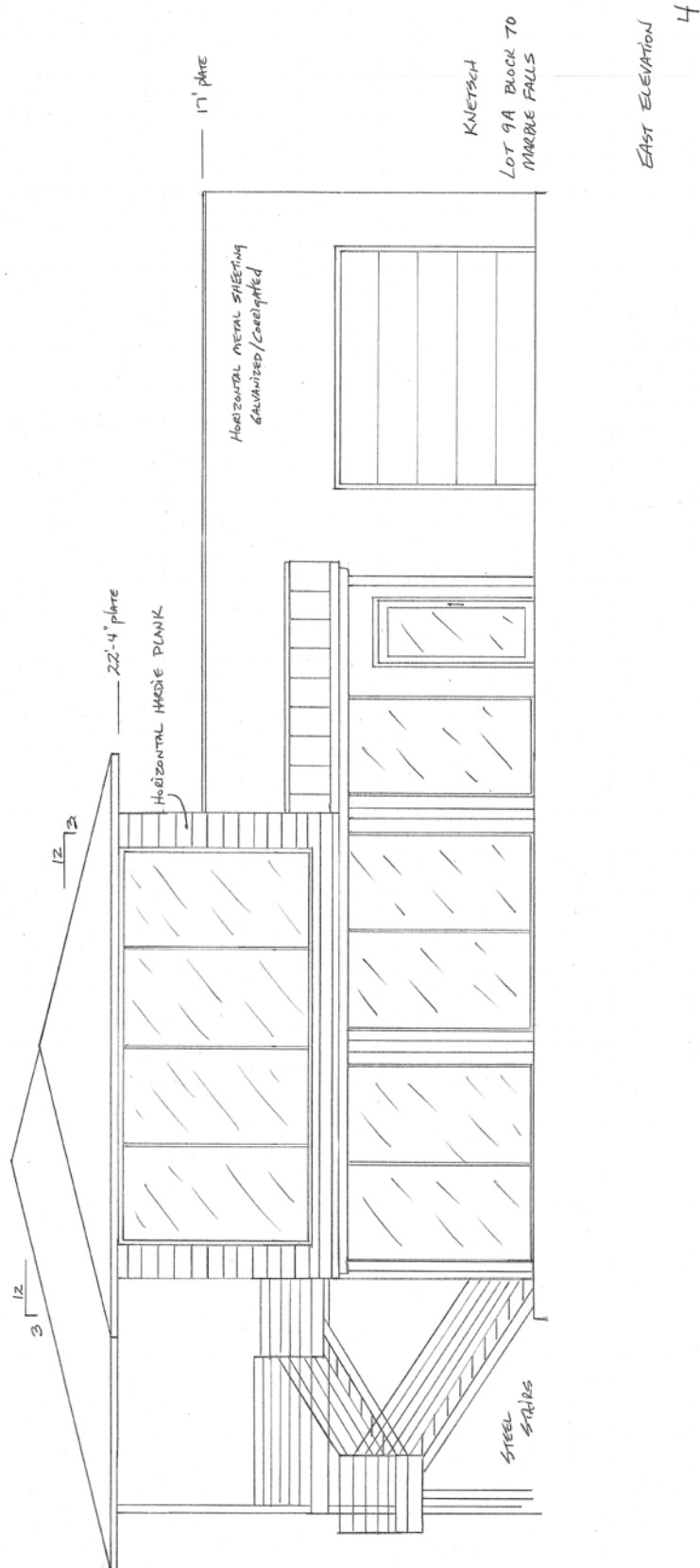
KNEESCH
 LOT 9A Block 70
 MARBLE FALLS
 Fireplace / Living Area CHAISE

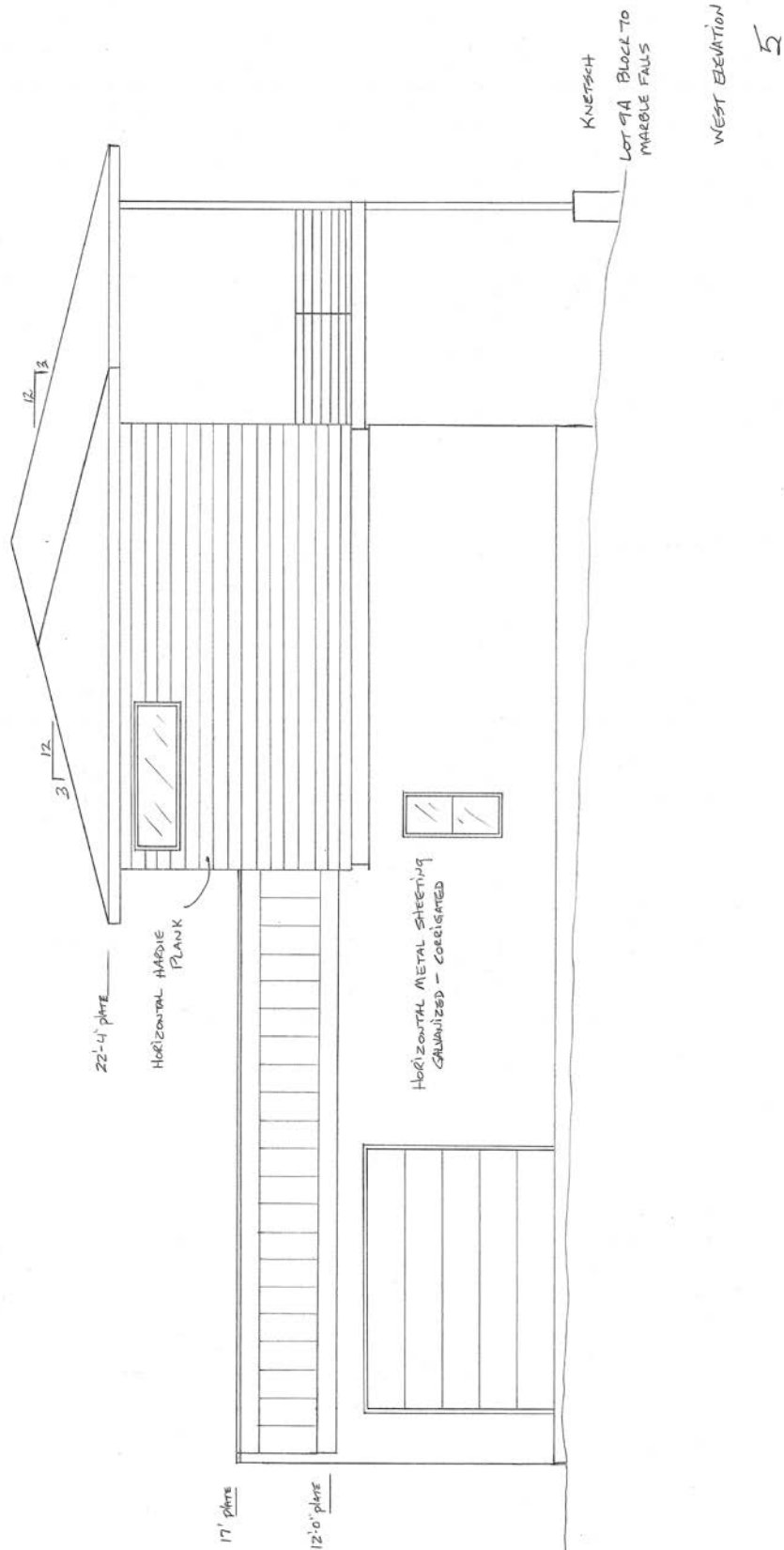
2016-1-CUP Elevations

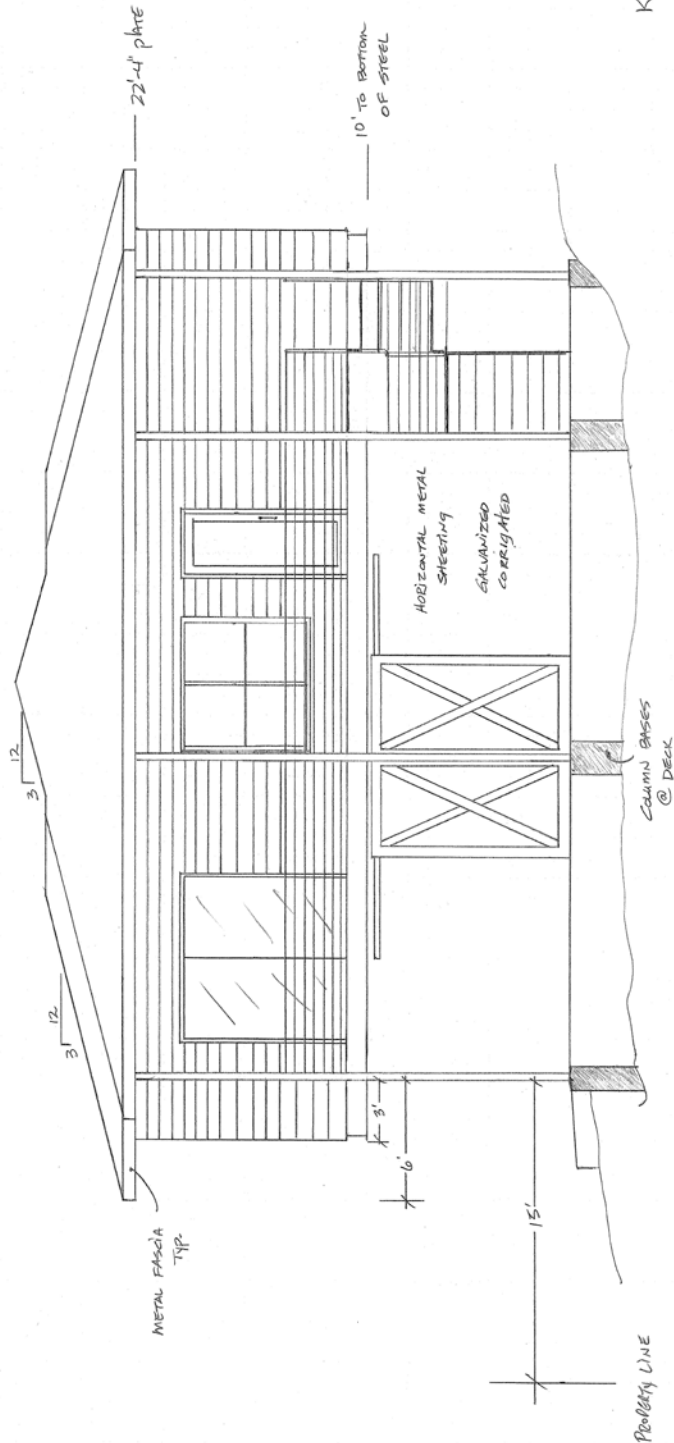


KNETSCH
 LOT 9A BLOCK 70
 MARBLE FALLS

NORTH ELEVATION
 3







KNETSCH

LOT 7A BLOCK 70
MARBLE FALLS

SOUTH ELEVATION

6

2016-1-CUP Materials and Example Images (Exterior Examples)



**2016-1-CUP Materials and Example Images
(Soffits and Porch Ceilings)**





**2016-1-CUP Materials and Example Images
(Smooth Hardie Siding on living room area)**





**City of Marble Falls
Planning and Zoning Commission Agenda Cover Memo
February 4, 2016**

To: Chairman and Planning & Zoning Commission
Item 3. C. **Presentation and Discussion:** Regarding previous Planning and Zoning Commission items, City Council Disposition and update regarding future planning projects.
Requested by: Planning & Zoning Commission

SYNOPSIS

This item is to update Commission regarding previous Planning and Zoning Commission items, City Council Disposition and update regarding future planning projects.

1. Update: City Staff Tree Ordinance draft
2. Update: 2015 Comprehensive Plan Update
3. Build Marble Falls 2015 Summary and 2015 Population Estimates



**City of Marble Falls
Planning and Zoning Commission Agenda Cover Memo
February 4, 2016**

To: Chairman and Planning & Zoning Commission
Item 3. D. **Presentation and Discussion:** Monthly Building Permit Summary;
Construction Update.
Requested by: City Staff

SYNOPSIS

This item is to update the Commission about the building permits issued in the past month and other ongoing projects.

Item 4. ADJOURNMENT